



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

28 JAN 2002

ATZT-DL-S

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 59-02, Headcount Control of Rations Consumed in Garrison Dining Facilities and Field Environments

1. REFERENCE: AR 30-1, 21 Jun 99, The Army Food Service Program.
2. PURPOSE: To provide guidance and establish policy throughout Fort Leonard Wood regarding headcount control of rations consumed in Garrison dining facilities and field environments.
3. POLICY/PROCEDURES:
 - a. One of the cornerstones of the Army Food Program is accurate information on the quantity and components of Soldiers receiving subsistence. Therefore, one-line entries on DA Form 3032 (Signature Headcount Sheet) and DD Form 1544 (Cash Collection Book) will no longer be permitted except as noted in paragraphs 3d, 3e, and 3f below.
 - b. Garrison Dining Facilities. The signature headcount system will be used to record the signature of each individual subsisting in an appropriated fund dining facility. An E-4 or above is required to accurately perform headcount duties.
 - c. Field Feeding. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used during the field training, as required. An E-4 or above is required to accurately perform headcount duties.
 - d. One-line Entry Method. The brigade commander responsible for the Soldiers subsisting in a field or garrison environment may elect to use the one-line entry method only when extreme circumstances exist that would significantly impact training. Examples include inclement weather, troop dispersion, and limited feeding time because of significant in-training loads where it is unreasonable to obtain actual signatures. After approval is received from the brigade commander, the company commander or his officer designee will validate the actual quantity and component to be recorded on the DA Form 3032 and sign the reverse side. All cash payments on the DD Form 1544 in the field will be recorded using the signature method.
 - e. Designated military and civilian personnel attending Military Police (MP) training who do not receive full per diem may subsist in their designated dining facility without signing the DA Form 3032 or DD Form 1544. A deferred cash payment system for personnel TDY for MP

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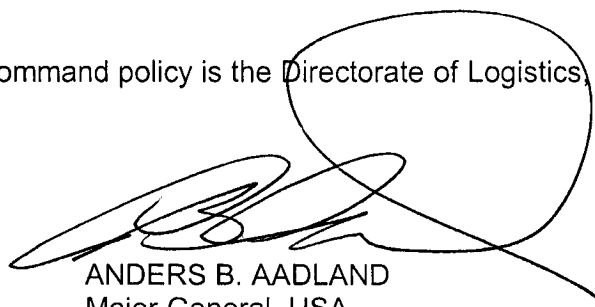
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Schools at this installation may be coordinated between Directorate of Resource Management and the contractor for Installation Food Service.

f. Other special circumstances are approved for one-line entry. They include Special Olympics Missouri, approved youth groups and PAO-sponsored activities.

4. SUPERSESSION: This policy supersedes the previous local initiatives and will remain in effect until changed or superseded.

5. PROPONENCY: The proponent for this command policy is the Directorate of Logistics, 596-0621.



ANDERS B. AADLAND
Major General, USA
Commanding

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All Schools, Brigades, Battalion, Companies,
Detachments, Tenant Units, Directorates
and Personal Staff Offices